



Policy: 4010
Procedure: 4010.06
Chapter: Case Management
Rule: Sex Offender Registration of Juveniles

Effective: 02/19/08
Replaces: N/A
Dated: N/A

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) ensures compliance with all statutes, state and federal regulations, and court orders regarding registration of juveniles who are adjudicated or convicted of sexual offenses.

Rules:

1. **JUVENILES REQUIRED TO REGISTER AS SEX OFFENDERS** shall do so until the age of 25 or until otherwise ordered by the Court. (ARS §13-3821)
2. When a juvenile arrives at ADJC Reception, Assessment, and Classification (RAC) unit, the **ASSIGNED YOUTH PROGRAM OFFICER (YPO) III CASE MANAGER** shall:
 - a. Examine all court and related documents to identify those juveniles who are required to register as sex offenders; and
 - b. Complete all required risk, assessment, and classification activities.
3. When a juvenile is court-ordered in a minute entry to register as a sex offender, the **YPO III CASE MANAGER** shall notify the Security Lieutenants with the following information within 10-20 working days after the commitment date:
 - a. Juvenile's name;
 - b. Juvenile's K number;
 - c. Juvenile's Social Security Number;
 - d. The date and name of court issuing the commitment order.
4. The **SECURITY LIEUTENANTS** shall:
 - a. Verify through the Arizona Criminal Justice Information System (ACJIS) and the Sex Offender Registration System Inquiry (SORSI), that the juvenile has been registered as a sex offender;
 - b. Notify the appropriate YPO III Case Manager of the results of the ACJIS and SORSI check;
 - c. Ensure that the registered juvenile's current address and all other needed information are correct:
 - i. If information is not correct, the **SECURITY LIEUTENANTS** shall ensure that the correct information is entered after communication with the juvenile's YPO III Case Manager;
 - ii. If information is correct, the **SECURITY LIEUTENANTS** shall notify the juvenile's YPO III Case Manager that the juvenile continues to be required to register as a sex offender.
5. For any juvenile required to register, the **YPO III CASE MANAGER** shall:
 - a. Ensure that the juvenile is prepared to register upon his/her release from the secure facility;
 - b. Notify the ADJC Attorney General Liaison (AGL) for assistance in reconciling and/or verifying the Court Order if the results of the ACJIS or SORSI check do not substantiate the Court Order;
 - c. Update the file to ensure this information is noted;
 - d. Be included in any transition staffing or release decisions;
 - e. Ensure the assigned Parole Officer is aware of the juvenile's requirements for registering as a sex offender by providing him/her with a signed and dated copy of the materials provided to the juvenile describing the registration process and explaining that a failure to register is a **Class 4 Felony**.
6. For new juvenile sexual offenders, the **YPO III CASE MANAGER** shall:
 - a. Check in Youthbase and in his/her legal records if s/he has a deferred registration and may have to return to court to re-register after being in treatment;
 - b. Notify the Psychology Associate II (PSA II), and Youth Program Supervisor (YPS) with this information; and
 - c. Update the file to ensure this information is noted.

7. The **PAROLE OFFICER** shall include sex offender registration as a requirement in the juvenile's Continuous Case Plan (CCP).
8. The **JUVENILE'S YPO III CASE MANAGER** shall ensure that the juvenile's sex offender registration status is included at the Superintendent Review Board:
 - a. If the juvenile is registered, the **YPO III CASE MANAGER** shall ensure any juvenile's address change is sent to the Security Lieutenants at least 72 hours in advance of release as required by law.
 - i. The **SECURITY LIEUTENANTS** shall ensure that the juvenile's future address is updated in the ACJIS and SORSI system.
 - b. If the juvenile has not registered or needs to renew his/her registration, the **YPO III CASE MANAGER** shall:
 - i. Complete Form 4010.06A Sex Offender Registration Advisory Notice;
 - ii. Ensure the parent/guardian or the juvenile signs the document if the juvenile is turning 18 years old upon release;
 - iii. Give the following three attachments which are available from the Arizona Department of Public Safety (DPS) Sex Offender Registration Website www.azdps.gov to the juvenile:
 - (1) Copy of Attachment A - Arizona DPS Frequently Asked Questions (FAQ) concerning registration of sexual offenders;
 - (2) Copy of Attachment B - Arizona Motor Vehicle Department (MVD) offices where the juvenile shall be updating his/her identification. If juvenile is going out of state, the **YPO III CASE MANAGER** shall provide to the juvenile a listing of Department of MVD offices in the state where the juvenile is being released to;
 - (3) Copy of Attachment C - Listing of Arizona's County Sheriff Offices where the juvenile shall register as a Sex Offender. If the juvenile is going out of state, the **YPO III CASE MANAGER** shall provide to the juvenile a listing of Sheriff's offices in the state where the juvenile is being released to.
 - iv. Forward a copy of the completed Sex Offender Registration Advisory Notice to the DPS Sex Offender Compliance Unit (address at bottom of Form 4010.06A Sex Offender Registration Advisory Notice);
 - v. Give a copy to the juvenile, and place the original in the juvenile's Field File.
9. Prior to ADJC's provisional acceptance of any Interstate Compact juvenile who is ordered to register as a sex offender by the sending state, the **DEPUTY COMPACT ADMINISTRATOR** shall notify the sending state to:
 - a. Forward the juvenile's registration information; and
 - b. Include the juvenile's registration requirements as a condition of supervision.
10. The **JUVENILE'S PAROLE OFFICER** shall require the Interstate Compact juvenile to follow through on registration requirements within 10 days of the his/her arrival in this state and within 72 hours, excluding weekends and legal holidays, of any subsequent changes until the juvenile is 25 years old or until otherwise ordered by the Court.

Signature Date

2/8/08

Approved by Process Owner

Louis A. Goodman, Esq., Assistant Director of Legal Systems
Division

Effective Date

2/19/08

Approved by

Michael D. Branham, Director